



Working with My Dashboards

Dashboards provide personalized views of information. Dashboards are typically used to display reports (this may include graphical representations of the data) that contain content specific to the needs of individual users or groups. DPI has created both aggregate and detail dashboards for LEA level and School level staff.

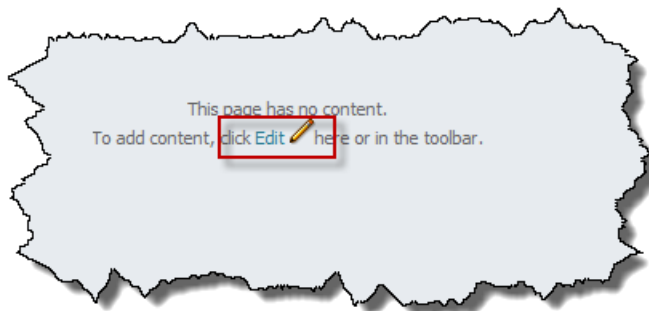
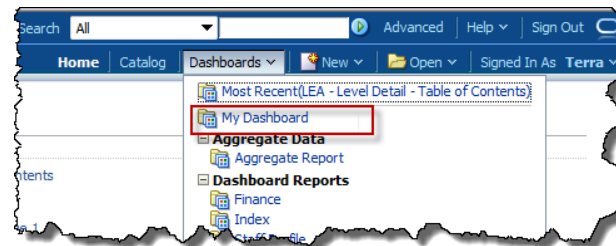
Follow the steps in this document to create your own Dashboard.

This Quick Reference assumes the reader knows how to:

- Register for the CEDARS Reporting System
- Log in
- Create an Analysis
- Work with Filters and Prompts
- Create Views
- Save Contents

Creating a Dashboard

1. From the Dashboard menu, click **My Dashboard**.
An empty Dashboard page appears.
2. Click the **Edit** link located in the middle of the page.



TIP: Hover over the Icons to identify their function!

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The Dashboard Editor page appears; notice the three main sections:

- **Dashboard Objects:** Allows the user the ability to format the look of the page as well as add links, images and text.
- **Quick Icons:** Provides options to add or remove pages, a list of tools to review Dashboard properties or print and save.
- **Catalog:** Houses any saved content to which the user has access.



3. From the Dashboard Objects panel, click and drag a **Column** to the workspace.

Note: Columns and Sections help you to organize the content on your page. You must have at least one column on your page to add content.

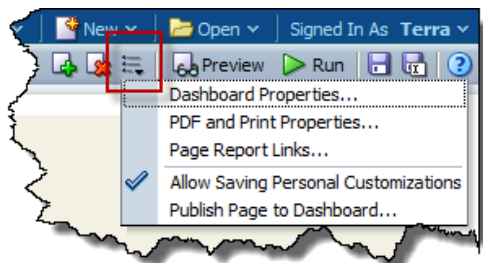
4. From the Catalog, expand the appropriate folder, click and drag the appropriate reports into your column and sections.
5. Repeat **steps 3** and **4** as needed.
6. To add more tabs for more content, click the **Add Dashboard Page** icon located in the Quick Icons section of the page.

Naming My Dashboard Tabs

1. From the Quick Icons, click **Save**.

Warning: If you do not save prior to naming your Dashboard you will lose the content from your page.

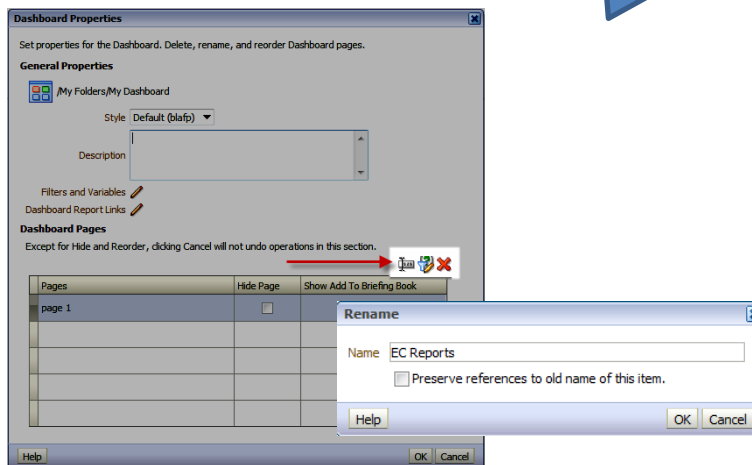
2. Click the **Tools** icon located in the top right corner, click **Dashboard Properties**.



The **Dashboard Properties** tile opens.

TIP: Hover over the Icons to identify their function!

3. Click **page 1** to highlight the row.
This activates the tool icons located above the table.
4. Click the **Rename** icon.
5. Type a meaningful name, click **OK**.
6. Click **OK** in the Dashboard Properties tile.
You are returned to the Dashboard Editor.



Saving and Viewing My Dashboards

1. From the Quick Icons, click **Save**.

When the My Dashboards page is saved, the *format* in which content will be viewed is stored.

2. From the Quick Icons, click **Run**.

Your content now appears on your My Dashboard tab(s).

Editing My Dashboards

1. From the My Dashboard page, click the **Page Options** icon located in the top right corner.

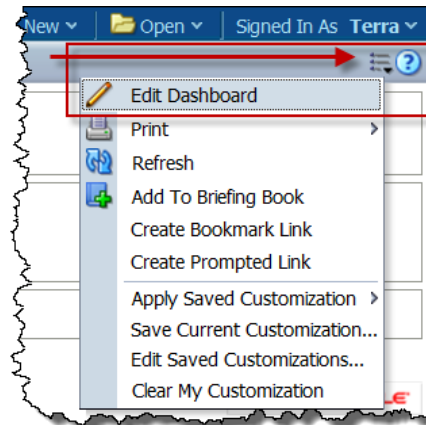
2. Click **Edit Dashboard**.

The Dashboard Editor page appears. Add or edit content as needed.

3. From the Quick Icons, click **Save**.

4. From the Quick Icons, click **Run**.

Your content now appears on your My Dashboard tab(s).



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